



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Secretary of State		<b>BU:</b> 00040
<b>Division:</b> Administration	<b>Section/District:</b>	
<b>Job Title:</b> Computer Analyst		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Director of Information Technology		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

Information Technology Support

**Essential Duties/Responsibilities:**

- Desktop hardware and software support
- Telephone hardware and services support
- End-user support
- Network hardware and services support
- User directory maintenance
- Web page maintenance
- Server backup
- Evaluate hardware, software and services in coordination with the IT Director
- Other tasks as assigned

**Job Requirements:**

Baccalureate Degree or 4-year equivalent

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

Subjective workload based on needs of agency employees

**Responsibility:**

Excellent written and oral communication skills  
Ability to manage large projects  
Ability to organize and prioritize tasks in detail

**Personal Work Relationships:**

Works closely with IT Director, Director of Operations, and staff of the Secretary of State's office and Indiana Office of Technology

**Physical Effort:**

Minimal

**Working Conditions:**

N/A